

ANSWER KEY

Unit 1: Communication Skills

Session 1: Methods of Communication

A. Multiple choice questions

1. d
2. a
3. c

Session 2: Verbal Communication

A. Multiple choice questions

1. c
2. b
3. a and b

Session 3: Non-verbal Communication

A. Multiple choice questions

1. b
2. c
3. a
4. d

B. Put an X mark against the incorrect actions below

- | | |
|--|---|
| • Laughing during formal communication | X |
| • Scratching head | X |
| • Smiling when speaking to a friend | |
| • Nodding when you agree with something | |
| • Standing straight | |
| • Yawning while listening | X |
| • Sitting straight | |
| • Maintaining eye contact while speaking | |
| • Biting nails | X |
| • Firm handshake | |
| • Clenching jaws | X |
| • Looking away when someone is speaking to you | X |
| • Intense stare | X |

Session 4: Communication Cycle and Importance of Feedback

A. Multiple choice questions

1. d
2. a
3. b and c

Session 5: Barriers to Effective Communication

A. Multiple choice questions

1. c
2. a and b

Session 6: Writing Skills — Parts of Speech

NOTES

A. Multiple choice questions:

1. a and c
2. c and d
3. c and d
4. a

B. Fill in the blanks

- a. The boy is swimming.
- b. The children are playing.
- c. The students are writing.
- d. Rahim is driving the car.
- e. Ms Sen is teaching.
- f. The cat is eating.

Session 7: Writing Skills — Sentences

A. Multiple choice questions

1. a
2. d
3. d
4. c

Unit 2: Self-management Skills

Session 3: Self-motivation

A. Multiple choice questions

1. c
2. a and c
3. b

Unit 3: Information and Communication Technology Skills

Session 1: Basic Computer Operations

A. Multiple choice questions

1. a
2. b
3. c>>d>>e>>b>>a

Session 2: Performing Basic File Operations

A. Multiple choice questions

1. c
2. d
3. b

Session 3: Computer Care and Maintenance

A. Multiple choice questions

1. c
2. c
3. a
4. d

ANSWER KEY

NOTES

Session 4: Computer Security and Privacy

A. Multiple choice questions

1. b
2. a
3. d

Unit 4: Entrepreneurial Skills

Session 1: Entrepreneurship and Society

A. State whether the following statements are True or False

1. True
2. False
3. True

Session 2: Qualities and Functions of an Entrepreneur

A. Tick the correct option for the quality they are showing.

1. c
2. a

B. Tick the correct option for the function that the entrepreneur is doing.

1. b
2. a
3. c

Session 3: Myths about Entrepreneurship

B. Match each story below with the misconception about entrepreneurship.

1. c
2. d
3. a

Session 4: Entrepreneurship as a Career Option

A. a - wage employment b - self-employment c - self-employment

B. Match the columns

1. 1.c
2. b
3. a

Unit 5: Green Skills

Session 1: Sustainable Development

A. Multiple choice questions

1. b
2. c
3. a

Session 2: Our Role in Sustainable Development

A. Multiple choice questions

1. a
2. c

GLOSSARY

Backup: *this means copying data from a computer onto another storage device to ensure that no data gets lost or damaged.*

Barrier: *obstacle*

Capital: *the money used to start a business is called capital.*

Career: *a career is a line of work that a person takes for life.*

Coherent: *logical and consistent.*

Concise: *giving a lot of information clearly and in a few words*

Creative: *to have original and different ideas*

Demand: *is a product or service that people want.*

Digital: *the information that is stored on a computer is said to be in a digital form.*

Effective: *successful in producing a desired or intended result*

Entrepreneur: *a self-employed person who is always trying to make his or her business better by taking risks and trying new ideas is an entrepreneur.*

Exchange: *an act of giving one thing and receiving another.*

Folder: *a folder is a location where a group of files can be stored.*

Function: *it is work being done.*

Habit: *regular tendency.*

Helpful: *useful, ready to offer help.*

Hire: *giving work to someone and paying them for it.*

Maintenance: *it is way we take care of our things on a daily, weekly, monthly and yearly basis.*

Myth: *a myth, or a misconception, is a false belief or opinion about something.*

Observe: *notice or perceive.*

Paralanguage: *example intonation, pitch and speed of speaking, hesitation noises, gesture and facial expression.*

Perspective: *a particular attitude towards or way of regarding something.*

Quality: *a quality is the way a person acts or behaves. For example, kind, rude, etc.*

Resources: *a supply of things, such as material, money or natural resources, such as air, land, water, etc., that people can use in order to function properly.*

Scanning: *scanning for virus means using an anti-virus software, which checks the entire computer to find if the computer is infected by a dangerous virus.*

Self-employed: *someone who starts businesses to satisfy the needs of people.*

NOTES

SMS: *Short Message Service.*

Sustainable: *something that can be maintained at a constant level for a long time.*

Verbal: *relating to or in the form of words.*

Visual: *relating to seeing or sight.*